

DD/A 75-5871

9 December 1975

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Joint Computer Support
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training

SUBJECT : Use of CIA Letterhead Stationery

1. There continue to be examples of erroneous use of CIA letterhead stationery in replying to incoming mail.

2. I request each addressee to review the current situation in his Office concerning the availability of CIA letterhead stationery to employees. While the official, professional needs for such stationery vary from Office to Office, a system must be developed so that letterhead stationery is used only when appropriate. We have examples of such stationery being sent to individuals residing in a foreign country, to individuals who have retired under a cover situation, etc. Accordingly, please take steps to arrange a control mechanism on the availability and use of CIA letterhead stationery that will ensure that a proper supervisory level can bring judgment to bear on its appropriate use.

3. I would appreciate receipt of your control plan by 22 December 1975.

/s/ John F. Blake

John F. Blake
Deputy Director
for
Administration

Distribution:

1 - Ea Addressee

1 - DD/A Subject

1 - DD/A Chrono